

## Memorandum

To: DISTRICT LANDSCAPE ARCHITECTS

Date: March 21, 2003

File: OSLA

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Subject: Proper Use of Standard and Non-Standard Special Provisions

Landscape Architects, like other professionals in Caltrans, are being asked by stakeholders to demonstrate innovation and flexibility in project design. To achieve these goals, the development of non-standard special provisions or Standard Special Provisions with non-standard edits may occasionally be required. To ensure timely delivery for PS&E submittals, which incorporate non-standard approaches, District Landscape Architects should take care to follow the review process identified below.

### Standard Special Provisions

Standard Special Provisions (SSPs) cover standard items of work. The use of SSPs to the greatest extent possible provides:

- Streamlined PS&E production, reducing the time required to develop or rework specifications, as well as minimizing the need for Headquarters or Office Engineer review.
- Reduced tort liability, providing standard language that reflects the consensus of knowledgeable individuals from a broad range of functional program areas.
- Greater assurance of competitive bids and efficient contract administration.
- Reduced potential for change orders and claims by utilizing language that reflects agreements between the State, regulatory agencies, and the construction industry.

Any editing of SSPs, beyond that allowed by the specification instructions, including changing singular to plural, rewriting text, or changing grammar, are classified as non-standard edits. SSPs with non-standard edits require review and concurrence by the District Landscape Coordinator.

### **Non-Standard Special Provisions**

Non-standard special provisions describe unique, project specific items of work for which no SSP exists. The use of non-standard SSPs should be limited to situations where existing SSPs do not meet project requirements. Non-standard SSPs will require review and concurrence by the District Landscape Coordinator after approval by the District Landscape Architect.

### **Review Process**

SSPs with non-standard edits and non-standard special provisions must be reviewed each time they are used for each individual project in the following manner:

- Discuss with the District Landscape Architect and Landscape Coordinator project features that may require the development of non-standard specifications, as soon as they are identified.
- Submit SSPs with non-standard edits and non-standard special provisions to the District Landscape Coordinator no later than 1 month prior to PS&E submittal to the District OE for review.
- If the District Landscape Coordinator has determined Headquarters approval is required, submit the specification to the applicable Headquarters SSP Coordinator no later than 2 weeks prior to PS&E submittal to the District OE, for review.
- Identify the applicable Headquarters SSP Coordinator through the process identified in the attached document entitled "Headquarters SSP Sponsor and Coordinator Identification Process". Send your request for review and approval to the Headquarters SSP Coordinator identified in this document.
- The Office of State Landscape Architecture (OSLA) will respond to District requests for review of OSLA sponsored specifications within 10 working days of the request.

District Landscape Architects are encouraged to utilize SSPs, which cover common items of work and provide flexibility in material choice, procedures, and methods of construction, to the fullest extent possible. The judicious use of non-standard specifications will save time for District and Headquarters personnel, as well as help ensure timely project delivery.

Attachment / Enclosure

Headquarters SSP Sponsor and Coordinator Identification Process